



# *New User Energizer* Training Energizer

*IRBNet provides the research community with an unmatched set of secure, web-based collaboration tools to support the design, management, review and oversight of research involving human subjects, animal models, recombinant DNA, and more.*

This Energizer covers how to register an account in IRBNet and manage your User Profile. It will illustrate how to:

- Create and activate your account in IRBNet
- Manage your affiliations from your User Profile
- Add and submit necessary Training & Credential records
- Maintain your **T&C records** on an on-going basis





# New User Registration

To begin the registration process, go to [www.irbnet.org](http://www.irbnet.org) and click the New User Registration link.

The screenshot shows the IRBNet website with the following elements:

- Header:** IRBNet logo, "Innovative Solutions for Compliance and Research Management", and a "Login:" section with "Username" and "Password" fields and a "Login" button.
- Navigation Bar:** Links for Home, The IRBNet Difference, Demo, Contact Us, and FAQ.
- Main Content:** A section titled "Comprehensive Solutions" with a photo of hands shaking. Below it, text describes "The Industry's Most Complete Solution" and "Flexible, Intuitive and Easy to Use" features.
- Right Side:** A "Test Drive IRBNet" section with a "See for yourself..." text and a "Demo" button. Below it, a quote from Bruce Day, Director of Research Integrity at Marshall University.
- Annotations:** Two red circles highlight the "New User Registration" and "Forgot Your Password?" links. Red arrows point from these links to yellow callout boxes.

**Callout Box 1:** ✓ Users that are not registered on IRBNet may click here to self-register.

**Callout Box 2:** ✓ If you have forgotten your password, click here.



## Basic Account Information

Fill out your first and last name, and choose a username and password.

- ✓ Always use your proper name, with standard capitalization as this information is used throughout the system.

- ✓ Passwords must contain 8 (eight) characters.

The screenshot shows the IRBNet Registration page. At the top, there is a banner with images of people working and a satellite. Below the banner, the word "Registration" is displayed in the top right corner. The main heading is "Account Information". Below this, a message states: "You must be REGISTERED to access IRBNet. Registration is free." and "The next step is to enter your basic account information and create your IRBNet User Name and Password." The form contains the following fields: "First Name \*" with a red asterisk, "Last Name \*" with a red asterisk, "User Name \*" with a red asterisk, "Password \*" with a red asterisk, "Confirm Password \*" with a red asterisk, and "Password Hint". Below the fields are "Continue" and "Cancel" buttons. A red asterisk at the bottom left indicates "\* required fields". Two red arrows point from the yellow callout boxes to the "First Name" and "Password" fields respectively.

Registration

Account Information

You must be REGISTERED to access IRBNet. Registration is free.

The next step is to enter your basic account information and create your IRBNet User Name and Password.

First Name \*

Last Name \*

User Name \*

Password \*

Confirm Password \*

Password Hint

\* required fields





# Individual Terms of Use

All IRBNet users must agree to the Individual Terms of Use in order to register on the system.

**IRBNet**

## IRBNet: Individual User Terms of Use

To register on IRBNet, you must read and agree to these Terms of Use, including any future amendments (collectively, the "Agreement").

### 1. Acceptance of Terms.

This Agreement governs your participation as an individual user of IRBNet. IRBNet is a service provided by Research Dataware, LLC and both the company and service name are used interchangeably in this Agreement. In addition, when using particular IRBNet owned or operated services, you shall be subject to any posted guidelines or rules applicable to such services which may be posted from time to time. All such guidelines or rules are hereby incorporated by reference into this Agreement. IRBNet may also offer other services that are governed by different Terms of Use.

If this Agreement or any future changes are unacceptable to you, your sole remedy is to terminate your use of the Service. If you do not accept and abide by this Agreement, you may not use the services offered by IRBNet. By accessing or using the Service, you confirm your acceptance of, and agree to be bound by, this Agreement and any future changes to this Agreement. You agree to use the Service only in accordance with this Agreement. Nothing in this Agreement shall be deemed to confer any third party rights or benefits.

✓ Click "Accept" to accept the terms of use and continue.

Accept Reject



# Select Your Organization

Search to find your local institution. Contact your local coordinator if you are unclear where you should register.

IRBNet

Registration

Add Affiliation

organization with which you are affiliated. If you are affiliated with more than one organization, you may add  
ns after you complete the registration process by logging in to IRBNet and accessing your User Profile.

for an organization

on types to display ☒ Research Institutions ☐ Boards ☐ Sponsors

Metropolitan University, Frederick, MD

your Organization \*

If you do not see your organization listed you may [add a new organization](#).

\* required fields

- ✓ Search to find your local institution. You may search for your institution using any terms, such as "metro".
- ✓ Highlight your institution, and click continue.



## Contact Information

Fill in your contact information. Be sure to use a valid email address. You will need to be able to receive emails from IRBNet in order to activate your account.

The screenshot shows the IRBNet Registration page. At the top, there's a banner with the IRBNet logo and a collage of images. Below the banner, the word 'Registration' is on the right. The main heading is 'Your Contact Information'. Below this, a paragraph states: 'Specify your contact information at Metropolitan University, Frederick, MD. The email address that you specify will be used for communications related to Metropolitan University projects.' The form itself is a light blue box containing three rows of input fields: 'Telephone Number \*', 'Fax Number', and 'Email \*'. Each row has a main input field, a hyphen, a smaller input field, another hyphen, a third input field, and an 'ext.' label followed by a final input field. The 'Email' field is a single wide input box. Below the fields are 'Continue' and 'Cancel' buttons. A red asterisk and the text '\* required fields' are at the bottom left of the form box. A red arrow points from the bottom of the form box to a yellow callout box.

IRBNet

Registration

Your Contact Information

Specify your contact information at Metropolitan University, Frederick, MD. The email address that you specify will be used for communications related to Metropolitan University projects.

Telephone Number \*  -  -  ext.

Fax Number  -  -  ext.

Email \*

Continue Cancel

\* required fields

- ✓ Use your institution-approved email to ensure that you receive your activation email and all automatic notifications from the system. Failure to use an appropriate email address may result in your account not being activated.



## Finalize Registration

Verify that the information you have entered is correct. If any of the fields need to be edited, you may do so using the yellow "Edit" links.

✓ Take a moment to confirm that the correct email is listed. It can be corrected by clicking "Edit" and re-entering the address.

✓ Click "Register" and continue. An automated activation email will be sent to your email address.





# Registration Complete

Once you finalize your registration, an activation email will be sent to your registered email address. You will need to click the link within that email to activate your account.

**IRBNet**

**Registration**

**Registration is Complete**

An activation email has been sent to your contact email address. You must click on the activation link within the email to activate your account.

Having trouble receiving your activation email from IRBNet? Try the following:

1. Check your spam box to make sure important IRBNet emails aren't getting accidentally filtered.
2. Make sure to whitelist all emails coming from irbnet.org to assure you receive them properly.
3. Generate a new activation email by logging in to IRBNet and clicking on your User Profile. Make a simple update (such as adding a fax number) and a new activation email will automatically be generated for you.
4. Contact the IRBNet Coordinator at your local Research Office who can provide more helpful information and can assist you in registering your account.

✓ Click "Continue" to finalize your registration and send the activation email.

Continue





## Complete Activation

Visit the inbox of your registered email address and click the link within the "IRBNet Activation Required" email to activate your account.

✓ From your email inbox, open the "IRBNet Activation Required" message.

### IRBNet Activation Required

☆ activation@irbnet.org to me

Welcome to IRBNet!

Please confirm your affiliation with Metropolitan IRB by clicking on the following link:

<https://www.irbnet.org:443/release/public/act.jsp?i=866946&a=se8pZUXLwz>

If you cannot click on the above link, you may copy and paste the link into your browser to confirm your affiliation.

Thank you,  
The IRBNet Support Team

[www.irbnet.org](http://www.irbnet.org)

✓ Click the link to complete your activation.

Congratulations, you are now a member of the  
National Research Network!



# Manage Affiliations

From the User Profile page you can add additional affiliations and trigger additional activation emails, if needed.

## User Profile

### Your User Profile

You can access this page at any time to update your account information, change your password, manage your affiliations and view your Training & Credentials records.

When you add or update an affiliation you will be sent an activation email to your contact email address. You must click the link in the activation email to confirm your changes.

### Account Information and Password (Edit)

User Name	jrresearcher
First Name	John
Last Name	Researcher

### Affiliations

- [Add an Additional Affiliation](#)

### Researcher at Metropolitan University, Frederick, MD (Edit) (Deactivate)

Telephone Number (123) 456-7890

Email irbdefault@mailinator.com

[Send me an activation email](#)

### Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and other documents. When added to your profile, your training and credentials can be easily linked to your projects from the project page by your project teams and can be quickly accessed and tracked by the boards that review your projects. This permit you to directly submit your training and credentials without requiring you to link these documents to your profile.

There are currently no documents in your profile.

[Add New Record](#)

- ✓ Click the “Send me an activation email” link to trigger an additional activation email to your registered email address.



# Add Training & Credential Records **IRBNet**

Upload appropriate Training & Credential (T&C) documents to your User Profile, as required by your local institution.

Welcome to IRBNet  
John Researcher

My Projects

Create New Project

♥ My Reminders

Other Tools

Forms and Templates

User Profile

## Manage Your User Profile

You may access this page at any time to update your account information, change your password, manage your affiliations and manage your Training & Credentials records.

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.

### User Account Information and Password [\(Edit\)](#)

User Name jresearcher

First Name John

Last Name Researcher

### Affiliations

- [Add an Additional Affiliation](#)

### Researcher at Metropolitan University, Frederick, MD [\(Edit\)](#) [\(Deactivate\)](#)

Telephone Number (123) 456-7890

Email irbdefault@mailinator.com

## Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and other personal credentials. Once your training and credentials can be easily linked to your projects from the Designer, are accessible and can be quickly accessed and tracked by the boards that review your projects. Some boards also submit your training and credentials without requiring you to link these records to specific projects.

✓ Click here to upload  
T&C documents.

There are currently no documents in your profile.

Add New Record



# Enter Record Information

Enter the appropriate information and select the correct T&C document. Be sure to enter accurate Credit Hours and Expiration Date if applicable.

USER PROFILE

LOGOUT

Welcome to IRBNet  
John Researcher

My Projects

Create New Project

My Reminders

Other Tools

Forms and Templates

Training & Credentials Record

Profile Owner: John Researcher

Attach a document to this Training & Credentials record by clicking the "Browse..." button to locate your document and then by clicking "Attach".

Document Type: \*

CV/Resume

Description:

My CV

Credits/Credit Hours (if applicable):

Effective Date: \*

05/03/2011

Expiration Date:

File: \*

Browse...

Attach

Cancel

\* required fields

✓ Click Attach to upload the document.

✓ Click Browse to select the correct T&C document to upload.





# Submit T&C Documents

Submit uploaded T&C documents to the correct committee, according to local committee SOPs.

Create New Project

My Reminders

Other Tools

Forms and Templates

and manage your Training & Credentials records.

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.

User Account Information and Password (Edit)

User Name jrresearcher

First Name John

Last Name Researcher

Affiliations

Add an Additional Affiliation

Researcher at Metropolitan University, Frederick, MD (Edit) (Deactivate)

Telephone Number (123) 456-7890

Email irbdefault@mailinator.com

Training & Credentials

IRBNet allows you to track and share your training records, certifications, resume added to your profile, your training and credentials can be easily linked to your pr by your project teams and can be quickly accessed and tracked by the boards th permit you to directly submit your training and credentials without requiring you to

✓ Click to submit the document to your committee.

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
36.1	CV/Resume	My CV		05/03/2011		05/16/2011 01:44 PM	Not Submitted	<div><div>Submit</div></div>

Add New Record



# Manage your User Profile

Upload additional T&C documents as needed and keep your existing documents up to date as credentials change.

## Other Tools

### Forms and Templates

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.

#### User Account Information and Password [\(Edit\)](#)

User Name jrresearcher

First Name John

Last Name Researcher

#### Affiliations

- [Add an Additional Affiliation](#)

#### Researcher at Metropolitan University, Frederick, MD [\(Edit\)](#) [\(Deactivate\)](#)

Telephone Number (123) 456-7890

Email irbdefault@mailinator.com

#### Training & Credentials

IRBNet allow  
added to you  
by your proje  
permit you to

- ✓ Highlighted Expiration Date indicates this document will expire within the next 60 days.

resumes and other pers  
our projects from the D  
ards that review your pr  
you to link these recor

- ✓ To update a document, use the Pencil icon.
- ✓ The bell icon shows Messages and Alerts.
- ✓ Message coordinators using the envelope icon.

									<a href="#">Show all Versions</a>	
Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status			
48.1	CTI 3. Principal or Asso. Investigators Biomedical Research - Basic Course	My CTI Training	15	06/16/2010	06/15/2011	05/18/2011 02:27 PM	Accepted	   	<a href="#">Submit</a>	
47.1	CV/Resume	My CV		05/03/2011		05/18/2011 02:26 PM	Accepted	   	<a href="#">Submit</a>	

[Add New Record](#)



Your **Committee Office** can offer you assistance and training on IRBNet as well as advice on how to comply with important policies and standards as you use IRBNet.